

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Workers' Compensation – Training Opportunities for 2011	<b>REFERENCE NUMBER:</b> 2010-039
<b>DATE ISSUED:</b> 12/27/2010	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Personnel Transactions Supervisors  
Return-to-Work Coordinators  
Health and Safety Officers**

**FROM:** Department of Personnel Administration  
Benefits Division

**CONTACT:** Tracy Caldwell, Workers' Compensation Program  
(916) 445-9760  
Fax: (916) 324-3213  
Email: [tracycaldwell@dpa.ca.gov](mailto:tracycaldwell@dpa.ca.gov)

Please visit our [Worker's Compensation web page](#) and view the links under "Training for HR Staff" to see descriptions and to register for the following events:

**Return to Work Training Class #835 (registration required)**

This three day course will only be offered ONCE in 2011 in the Hearing Room of the Department of Consumer Affairs, 1625 North Market Boulevard, Sacramento, CA 95834.

- April 5-7, 2011 from 8:15 am to 4:00 pm *each day*

Please note, registrations will be limited to staff who have not attended any prior sessions of this class (the agenda is the same every year).

Experienced staff are encouraged to attend the Return to Work Enhanced Overview (the agenda changes every year). ALL interested staff are welcome at the Quarterly Return to Work Forums (the agenda changes with every session).

**Return to Work Enhanced Overview (registration required)**

This one day course will be offered four different days in Northern California at the State Compensation Insurance Fund, 2450 Venture Oaks Way, 4<sup>th</sup> Floor Conference Room, Sacramento, CA 95833. Please register for the ONE session most convenient for you.

- March 23, 2011 from 9:00 am to 3:00 pm
- July 13, 2011 from 9:00 am to 3:00 pm
- August 4, 2011 from 9:00 am to 3:00 pm
- October 20, 2011 from 9:00 am to 3:00 pm

This one day course will be offered one time in Southern California at the State Compensation Insurance Fund, 1750 East 4th Street, 7<sup>th</sup> Floor Conference Room, Santa Ana, CA 92705 .

- June 7, 2011 from 9:00 am to 3:00 pm

**Return to Work Forum (no registration necessary)**

The quarterly forums will be held in Sacramento at the Department of Consumer Affairs, First Floor Hearing Room, 1625 North Market Boulevard, Sacramento, CA 95834 and simultaneously web cast from 9:00 am to Noon.

- January 26, 2011
- April 27, 2011
- July 27, 2011
- October 26, 2011

Before each forum, an agenda and log on instructions will be sent to all return to work coordinators.

If you need further information, assistance, or an accommodation please contact Tracy Caldwell.

/s/Greg Beatty

Greg Beatty, Chief  
Benefits Division